



City Hall Safety Committee Meeting

April 4, 2013

MINUTES

Meeting called to order at 1:35 PM by T. Drew

Present: Todd Drew, Sue Nett, Adam Alix, Vicki Lenz, Sue Seffker, Brian Tungate, Kate Clausing, Pam Captain

Excused: Kristi Heim, Vicki Lenz

A. Motion to approve minutes from March 7, 2013 made by A. Alix seconded by P. Captain - Motion carried.

B. Old Business

1. **MSDS Computer Program** – Drew reported that CVMIC is attempting to purchase a MSDS program which would be made available to members. Recommendation is hold until CVMIC makes a decision on the purchase of the CVMIC sponsored program.
2. **City Hall Handicapped Entrance Sign** – Discussion regarding signage. Consensus was to post two signs to clearly designate; signs will be in place by the May meeting.
3. **Summer Help Safety Training** – Drew reported that CVMIC will not have the e-learning programs in place in time to train summer help. Drew will provide M. Brunn with a link to provide to incoming summer employees which is available on the internet.

C. New Business

1. **Monthly Safety Topic** – Safety topic – “Be Aware Danger Lurks Everywhere” regarding identifying suspicious individuals and behavior was distributed and discussed.
2. **Injury Review** – no injuries
3. **Additional items for discussion** – A. Alix discussed concerns of microwave exposure to employees and trades working on the roof of City Hall in front of Cell antennas. Drew and Alix to research and address permissible exposure recommendations – report in May.

D. Training

1. **Office Ergonomics Training** – Requests made to have on-site CVMIC work station audits. Drew to schedule
2. **Hearing Screening** – Screening will be conducted at the Health Department parking lot on April 4, 2013 – affected employees will sign up for a designated time.

3. **Fire Extinguisher Training** – Drew will contact M. Sipin NM Fire to schedule training for late spring at DPW garage.
4. **New training items for discussion** – No new items discussed.

E. Motion to adjourn at 1:55 PM by K. Clausing seconded by S. Sefker - Meeting adjourned.